



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

UTILITY SUPERVISOR

Salary Range (monthly)

\$4,949 - \$5,196 - \$5,456 - \$5,729 - \$6,016

Final Filing Date: Tuesday, September 5, 2006 by 5 p.m.

This is an open recruitment. The Utility Supervisor is a full-time position in the City's Community Services Department/Utilities Section. Qualified candidates from the public and qualified career City employees are encouraged to apply. Currently one (1) open position.

Position: Under general direction, to supervise, assign, review, and participate in the work of staff responsible for providing operation and maintenance services related to the water distribution and wastewater collection systems, and to provide responsible staff assistance to the Community Services Director.

Examples of Duties: Plan, prioritize, assign, supervise, and review the work of staff responsible for providing water distribution system and wastewater collection system operation and maintenance services. Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing water system and wastewater collection system operation and maintenance services; implement policies and procedures. Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications. Supervise the use and operation of tools, equipment and vehicles; ensure that tools equipment and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles. Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures. Monitor the treatment of water in the City system; monitor odor control and wastewater flow in the City system; operate wells, chlorination pumps, motors, and submerged wastewater pumps; assure that water distribution and wastewater collection systems are operated and maintained in accordance with applicable standards, regulations and specifications. Schedule and supervise the water meter reading activities. Meet with contractors, property owners, and others regarding water use, needs, and distribution. Perform the most complex plumbing, carpentry, and electrical work in the maintenance and operation of the water distribution and wastewater collection system and for other divisions of the City of Hollister. Assist in assuring that plans and specifications for new development and capital improvements meet minimum water and wastewater requirements of the City, the State and the pertinent regulatory agencies. Respond to any inquiries and complaints. Coordinate assigned services and activities with those of other departments and outside agencies.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of water treatment and distribution systems and wastewater collection systems, including at least two (2) years of supervisory experience.

Training: Equivalent to a the completion of the twelfth (12) grade supplemented by college level or specialized training in water treatment methods, wastewater collection construction methods, personnel supervision, or a related field.

Physical & Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions for the position; ability to work in a standard office environment with ability to sit, stand walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

License & Certificate: Possession of an appropriate, valid Class A California driver's license is required.

Possession of, or ability to obtain, within 1 year of appointment, a Grade III Water Distribution Operator Certificate and a Grade III Water Treatment Plant Operator Certificate issued by the State of California, Department of Health Services.

Grade II Wastewater Treatment Certificate issued by State Water Resources Board, highly desirable.

Possession of, or ability to obtain, within one year of appointment, a Cross Connection Control specialist Certificate issued by the University of Southern California or American Water Works Association.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308/FAX: (831) 636-4322. May download application: www.hollister.ca.gov. Applications must be received in the Human Resources Division Office by **5:00 p.m. Tuesday, September 5, 2006**. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be

maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Administrative Leave: 80 hours per year.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$100,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon management assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 2, 2006

